

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER  
POSITION DESCRIPTION**

**POSITION TITLE:** Awake Overnight Worker      **STATUS:** 27 hrs/wk Non-Exempt  
**LOCATION** Elmira, NY

**PRIMARY FUNCTIONS:**

The overnight worker will provide supervision and support to the residents during the overnight hours.

**SPECIFIC DUTIES:**

1. Responsible to conduct hourly rooms checks to ascertain resident safety and presence in apartment. Room checks may be conducted more frequently dependent upon identified need to do so.
2. Responsible to document specific findings on an hourly basis, i.e.; sleeping, TV, game, phone, etc. This is to further identify possible barriers to successful routine development that will support daily living goals and/or mental health and/or health concerns.
3. Responsible to count all resident medication in pill bottles and pill cases every night and document accordingly on the medication inventory. Identify any upcoming need for refills, change in dosage, loss or gain of medication and proper location in weekly medication cases. Any information gained during this inventory process is to be relayed to Case Management staff and Supervisor via memo.
4. Responsible to keep commonly used program forms stocked and organized.
5. Responsible to perform fire drills quarterly and document accordingly.
6. Prepare discharged client files for storage. (Dead files)
7. Responsible to clean office area, community area, and entrances nightly.
8. Responsible for attendance to all Catholic Charities staff development meetings and trainings as well as mandated Office of Children and Family Services meetings and trainings.
9. Responsible to review and follow all program policies and procedures.
10. Other duties as assigned.

**TITLE OF DIRECT SUPERVISOR: Program Supervisor**

**QUALIFICATIONS:**

High School Diploma or GED.

Experience preferred.

A combination of education and experience may be substituted at the discretion of the Executive Director.

**ADDITIONAL REQUIREMENTS:**

- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Ability to understand the concept of "mandated reporter" and is diligent in reporting situations to the proper authorities when children may be at risk for abuse and/or neglect.
- Correctly follow procedures for mandated reporting and responding.
- Background checks may be required per program regulations.

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER  
POSITION DESCRIPTION**

- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents.